DEPARTMENT OF WORKFORCE DEVELOPMENT    ___    ACTION
DIVISION OF WORKFORCE SOLUTIONS    __X__   NOTICE  05-05
ADMINISTRATOR'S MEMO SERIES

ISSUE DATE:  3/29/2005
DISPOSAL DATE:   Ongoing

*PROGRAM CATEGORIES:
___ AS  ___ FM  ___ML  ___TR
___ CC  ___ FL  ___NA  _X__W-2
___ CS  ___ IT  ___RA  ___WIA
___ CF  ___ JC  ___TC
___ CR  ___ LM  ___TA

**To:**    W-2 Agency Directors

**From:** Bill Clingan  /s/
      Division Administrator

**RE:**    Modification to 2004-2005 Wisconsin Works (W-2) Literacy and Numeracy Gain and
      Degree of Certificate and Attainment Performance Standards

**PURPOSE:**  This Administrator's Memo notifies agencies of two changes in measuring the 2004-2005 W-2 Literacy and Numeracy Gain and Degree of Certificate and Attainment performance standards.

**BACKGROUND:**  The 2004-2005 W-2 Performance Standards were established using the Department of Labor's (DOL) Common Performance Measures as guidance.  At the time the performance standard benchmarks were established the Department did not have complete information from DOL regarding how they would measure successful completions.  This information was provided to the Department through the release of the U.S. Department of Labor Training and Employment Guidance Letter (TEGL) 15-03, dated December 10, 2003.

**POLICY:**  The Department has modified the following performance standards:
- The Literacy and Numeracy Gains (LNG) benchmark is reduced to 35%.
- The Degree and Certificate Attainment (DCA) benchmark is reduced to 35%.
- Participants in the LNG and DCA activities will be removed from the denominator if the activity ended as a direct result of receiving Supplemental Security Income (SSI).  A closure code has been added to CARES (Jan. 2005) to allow Case Managers to identify participants who end an educational activity as a direct result of SSI receipt.
- For calendar year 2004, the Department will identify cases that left an educational activity as a direct result of receipt of SSI and this will be reflected in a March report.

**CONTACT:**  DWS Regional Office

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* PROGRAM CATEGORIES:

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| AS--Apprenticeship | FM--Financial Management | ML--Migrant Labor | TR--Transportation |
|    Standards |    Requirements | NA--Native American Services | W-2--Wisconsin Works |
| CC--Child Care | FL--Foreign Labor Certification | RA--Refugee Assistance | WIA--Workforce |
| CS--Child Support | IT--IT Systems | TC--Tax Credit Programs |    Investment Act |
| CF--Children First | JC--Job Center | TA--Trade Assistance | |
| CR--Civil Rights | LM--Labor Market Information | | |

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